



PACIFIC ISLANDS FORUM

Ratu Sukuna Road, Nasese, Suva, Fiji
T: (679) 331 2600 | info@forumsec.org
www.forumsec.org

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Applicant Information Package

Director Governance & Engagement

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About The Pacific Islands Forum

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The purpose of the Pacific Islands Forum is to “strengthen regional cooperation and integration, including through the pooling of regional resources of governance and the alignment of policies, in order to further Forum members’ shared goals of economic growth, sustainable development, good governance, and security.”

The Pacific Islands Forum Leader's Vision is for a region of peace, harmony, security, social inclusion, and prosperity, so that all Pacific people can lead free, healthy, and productive lives.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The purpose of the Secretariat is to facilitate, develop and maintain cooperation and consultation between member governments on economic development, trade, transport, tourism, energy, telecommunications, legal, political, security and such other matters as the Forum may direct.

The 2050 Strategy for the Blue Pacific and its Implementation Plan were endorsed by Pacific Islands Forum Leaders in 2022 and 2023 respectively. The 2050 Strategy is underpinned by the Blue Pacific narrative, endorsed by Forum Leaders in 2017, which calls for inspired leadership and a long-term Forum foreign policy commitment to act as one “Blue Continent” as the means to achieve its development aspirations. The Blue Pacific identity would serve to inspire the region and reinforce the potential of its shared stewardship of the Pacific Ocean, and to reaffirm the connections of Pacific peoples with their natural resources, environment, culture, and livelihoods.

For more information about PIFS visit www.forumsec.org

About the Governance & Engagement Team

The policy work of the Secretariat is divided into three broad Directorates: Policy, Governance & Engagement (G&E), and Programmes & Initiatives (P&I), which depicts the different areas of the regional public policy cycle.

The Governance & Engagement team is responsible for the promotion and development of an understanding of the strategic elements of political integrity in the region as well as providing advice and coordination to support Forum member countries to better engage with Forum Dialogue Partners and emerging partners, as well as relevant stakeholders. This allows the Secretariat to assist Members in appropriate national and regional responses to governance and political challenges, as well as facilitate dialogue, represent and advocate for collective Forum values and priorities at both regional and international levels.

The work of the Team is mandated primarily through the Forum Leaders' Communiqués including through the meetings of Forum Foreign Affairs Ministers and relevant decisions of the Secretariat's governing body, the Forum Officials Committee.

About the Position

The Director Governance & Engagement is a member of the PIFS Senior Management Team. The position provides leadership, strategic direction, and management of staff assigned to related Strategic Goals and Key Results, particularly relating to political and political governance issues as well as engagement with international, regional, and multilateral stakeholders and civil society organisations. The position also provides high quality strategic advice to the Executive and Senior Management Team.

Directors are responsible for the delivery of the Pacific Islands Forum Secretariat's Strategic Plan 2025-2030. Directors also provide close support and advice to the Executive (Secretary General and Deputy Secretaries General) to enable them to focus more on their strategic and outward focused roles. Directors will also deputise as required.

The primary role for the Director of Governance & Engagement is to enable Team Leaders and their teams to deliver expected results. The Director is the strategic leader, risk assessor, manager, performance monitor, and evaluator of the Team Leaders and teams working under the Director's direction. The Director will support Team Leaders to deliver results and is ultimately accountable for the performance of the Governance & Engagement Directorate to the Executive.

Each Director will have a number of Team Leaders, Advisers, and teams under their oversight and management. Each Team Leader will be assigned a specific set of outputs/output areas to deliver.

General Capabilities

The Forum Secretariat will undergo an organisational review, with a view to achieve greater consistency across the Secretariat, particularly in the way workforce capability is developed, and capability gaps are identified and addressed. As such, PIFS has produced a 2017 Capability Framework (CF) that provides a common platform to clarify performance expectations and job behaviours required for roles at various levels. Details of each CF Competency may be different for the position's Band Level.

CORE CAPABILITIES:

Planning & Prioritising	"Developing and committing to personal, team, KRA and organization wide plans"
Communicating with Purpose and Effect	"Clear communication while knowing your target audience and the outcomes you are seeking"
Leading and Collaborating	"Actively leads self, others and organization to establish a positive and productive organization culture"
Applying Critical Thinking	"Gathering, organizing and analyzing information for effective decision making"
Developing and Strengthening Relationships	"Working cooperatively and establishing, developing and maintaining business relationships"
Delivering Value	"Deliver Outcomes that meet agreed quality and timeliness measures"

SUPPLEMENTARY CAPABILITIES:

Supplementary Capabilities required include building for the future, promoting effective workplace practices, managing and coordinating projects, as well as using systems, tools, and technology.

Position Accountabilities

The incumbent is administratively accountable to the Deputy Secretary General – Strategic Policy and Programming (DSG-SPP) and will work closely with the Governance & Engagement Team Leaders and Advisers to advance the responsibilities of the Directorate. However, within this divisional context, the work of the Secretariat at the operational level is driven by an annual Key Result Framework (linked to the Budget), which sets out the organisation's core deliverables.

The Director Governance & Engagement will provide leadership, oversight, management and coordination of the following functions:

1. Team Performance & Leadership

- Nominate a Team Leader, in consultation with the Executive, for each output area under his/her management.
- Ensure that each Team Leader has a manageable set of output areas assigned to him/her. Typically, this would be between 3 and 5 output areas.
- Work with each Team Leader in clarifying the purpose, expected outcomes, and results, to be achieved in the assigned output area. Establish result indicators in this regard. These will become the basis of the Team Leader's and team's performance evaluation.
- Assist the Team Leader and the team develop a strategy and realistic work plan to deliver the outputs and outcomes envisaged by each specific output area.
- In consultation with the Senior Management Team, assign each Team Leader an appropriate team for the assigned output area. Team members should have the appropriate skills and availability to help the Team Leader deliver.
- In this connection, also ensure that team members are each assigned a manageable workload and are not expected to support too many output areas.
- Assist each team member develop his/her work program, based on the various teams he/she has been assigned to.
- Assist each Team Leader to develop a realistic budget for each output area. This should be within the assigned budget provisions for the overall KRA.
- Meet with the Team Leader and his/her team members periodically to take stock of progress and resolve constraints if any. At a minimum, these discussions will be held every quarter.
- Provide regular feedback and guidance to the Team Leaders and their teams, as and when appropriate; and
- Evaluate the performance of the Team Leaders and team members under the Director's supervision at the end of each working period.

2. Executive and Senior Management Support

The Director is a member of the Senior Management Team, together with other Directors and the Executive. The Director will:

- Advise the Executive of situations that may need to be responded to under the Biketawa Declaration and provide strategies for responding, including policy analysis and advice on political governance issues as required.
- Advise the Executive of other situations that may need to be responded to and providing strategies for responding.

- Ensure effective coordination of arrangements for the Secretary General’s high-level consultations as required.
- Work with the Senior Management Team in establishing the strategic priorities of PIFS, and ensure these are reflected in the yearly updating of the Annual Corporate Plan and aligned budgets.
- Ensure, with the Senior Management Team, that Divisional priorities reflect and are aligned to the 2050 Strategy and its Implementation Plan, the PIFS 2025-2030 Strategic Plan, the 2017 Capability Framework, and Annual Work Plans.
- Work with the Senior Management Team to develop an appropriate budget each year to support the implementation of the 2025-2030 Strategic Plan and Annual Work Plans.
- Ensure PIFS’ operations remain within budget parameters and resources are utilised effectively and productively; and
- Work with the Senior Management Team to ensure smooth communication flows between the senior management and staff.

3. Manage Relations and Partnerships

- Build effective relationships with the representatives of Forum Member states, associate members, and observers, in particular Senior Forum Officials as well as senior representatives of the Council of Regional Organisations of the Pacific (CROP), Forum dialogue Partners, United Nations agencies, Civil Society organisations, the Private Sector, academia and other inter-governmental organisations to deliver deeper regionalism.
- Coordinate the preparation and support for high level meetings (e.g. FOC, Forum and Related meetings, Forum Ministerial meetings and visits, Eminent Persons Groups, etc); and
- Work proactively with CROP agencies to deepen regional cooperation for improving Members’ shared goals of economic growth, sustainable development, good governance, and security in the region.

4. Continuous Improvement

- Continually contribute to monitoring and improving systems, methods, efficiency and the quality of services provided by the Forum Secretariat to Forum members.

Note: The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Position complexities

Most challenging duties typically undertaken:

- Providing advice on politically sensitive matters.
- Managing high quality, timely policy advice in response to the Forum Officials Committee and Forum Leaders and Ministers.
- Coordinating preparation of the papers for FOC, Forum and related meetings and ensuring that all arrangements are in place for these meetings, and that the meetings run smoothly.
- Ensuring a consistent strategic organisational focus on a prioritised regional agenda for deeper regionalism.
- Managing Team Leaders and diverse teams to ensure their optimum performance; and
- Working collaboratively with CROP agencies and key partners to drive deeper regionalism.

Qualifications and experience required for the role

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies:

- An advanced University degree (Master's degree or equivalent) in law, political science, international studies or similar.
- At least ten years practical experience in a senior management position in a regional or international arena.
- Demonstrated ability to provide high quality advice at the highest levels.
- Proven leadership experience in management decision making in a systematic, rational and consistent way.
- Strong interpersonal and communication skills.
- Strong analytical and problem-solving skills.
- Ability to organise, coordinate and prioritise conflicting demands; and
- Ability to see the big picture while dealing with the details.

Desirable:

- Post-graduate qualifications in management.
- Has worked for a national government and/or international organisation.
- Has been involved in high level political meetings or missions.

Functional relationships & Relationship skills

The role will need to liaise with many stakeholders. Key contacts and typical nature of their relations are:

External:

- Forum Member Countries and Senior Forum Officials.
- External development partners, international organisations.
- CROP and other regional and sub-regional organisations.

- Official circulars, letters, papers, emails sharing advisory material or information on Secretariat work and/or processes.
- Courtesy, liaising, advising, negotiating, gaining cooperation, influencing and facilitating in formal and informal conversations in regional and global meetings to build understanding and address key Forum issues.
- One-on-one meetings on topical issues.

Internal:

- Executive and Senior Management team.
- Team Leaders who are direct reports.
- Team members under his/her supervision.
- All Secretariat staff.

- Lead strategically and discussions of issues at sector level.
- Lead with courtesy and exemplary leadership.
- Persuades and inspires team and colleagues.
- Coach and mentor subordinates.
- Cross-organisational leadership.
- Collaborative inputs to papers and presentations.
- Manages work priorities and achieving outcomes through others

Direct Reports

The role has the following staff responsibilities:

- Up to ten direct reports

Level of Delegation

The position holder can:

- Authorise up to FJ\$100,000 for revenue contracts, and FJ\$50,000 for expenditure contracts for work related to their Sub-KRAs; and
- Sign standard letters on meetings and consultations.

Additional Information

- PIFS promotes environmentally sustainable practices and champions healthy well-being for its staff
- Incumbent is physically fit and able to travel frequently
- A current passport valid for at least 6 months

Change of Position description

This position description may be subject to change from time to time in response to the changing nature of the Forum Secretariat's work environment, including technological requirements or statutory changes. Such change may be initiated as required.

This Position Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Summary of Conditions, Benefits & Entitlements

The Pacific Islands Forum is part of the participating agencies of the CROP that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits and entitlements that accrue to the position of Director Governance & Engagement.

International Staff Remuneration & Benefits		
Type	Amount	Notes
Contract Terms		
Duration of contract	<ul style="list-style-type: none">• Three years subject to a satisfactory medical examination and performance• Six-month probation period• Option to renew for an additional two terms on completion of the first term (three years) at the Secretariat based on performance, funding, and organisational requirements.• Maximum term limit of nine (9) years in the same band.	<ul style="list-style-type: none">• To ensure recruitment and retention of the best person for the position
Working hours	<ul style="list-style-type: none">• Minimum of 37 hours per week	<ul style="list-style-type: none">• Hours worked may be flexible to accommodate the needs of the Forum
Salary		
Salary Scales	<ul style="list-style-type: none">• Starting from SDR 71,073 at Band 15 of our Salary scale (Equivalent to FJD 214,464 based on 1 January 2025 foreign exchange rate).	<ul style="list-style-type: none">• Currency: Special Drawing Rights (SDR)• Salary may fluctuate based on currency conversion.

Benefits		
Superannuation	<ul style="list-style-type: none"> 10% paid by employer 	
Housing Allowance	<ul style="list-style-type: none"> 75% of housing costs capped at FJD4,000 per month 	<ul style="list-style-type: none"> Reviewed every 3-years
Education Allowance	<ul style="list-style-type: none"> 75% of education costs per child per annum (max. 3 children). Benchmarked to International School Suva - final year of high school fees. 	<ul style="list-style-type: none"> Dependents aged 4-22 years old only Reviewed annually
Recruitment Entitlement		
Airfares	<ul style="list-style-type: none"> Flights for you and dependents from your home country to Fiji 	<ul style="list-style-type: none"> Shortest and most economical route
Movement	<ul style="list-style-type: none"> Packing, insurance, shipping and delivery of furniture, household and personal effects. Includes vehicles but excludes marine craft. 	<ul style="list-style-type: none"> Three quotes are required to be sourced. Additional customs duties will be at own expense.
Accommodation	<ul style="list-style-type: none"> Hotel accommodation for 6 working days for you and your dependents. 	<ul style="list-style-type: none"> On arrival and departure (nil meals & incidentals) Extension of accommodation needs further approval depending on circumstances.
Insurance		
Health	<ul style="list-style-type: none"> Comprehensive medical insurance for you and your dependents under PIFS cover 	<ul style="list-style-type: none"> Organised by the Forum Subject to the conditions of the medical provider
Life & Personal Accident	<ul style="list-style-type: none"> Term life insurance equivalent to three times the base salary is provided for staff. 	<ul style="list-style-type: none"> Organised by the Forum Subject to the conditions of the medical provider
Travel	<ul style="list-style-type: none"> You will be covered by the Forum's travel insurance while on official travel outside Fiji 	<ul style="list-style-type: none"> Organised by the Forum Subject to the conditions of the medical provider
Family Provision		
School Holiday Travel	<ul style="list-style-type: none"> One economy class return airfare per annum for a dependent child to visit their parent at the base station or return air fare for a staff member or spouse to visit their dependent child studying overseas. 	<ul style="list-style-type: none"> To enable parent-child reunion
Home Leave Travel	<ul style="list-style-type: none"> Airfares for return travel after 18 months service, for expatriate staff members The entitlement is for reimbursement of one economy class return flight between Suva and the place of normal residence for the staff member, spouse and dependent children. 	<ul style="list-style-type: none"> To enable staff to maintain contact with their home environment. Allowance is for Airfares only Staff are required to use annual leave entitlement
Leave		
Annual Leave	<ul style="list-style-type: none"> 25 working days per annum (prorated) 	<ul style="list-style-type: none"> Accrual allowed up to a maximum of 35 days To provide for leave for illness or accident
Sick Leave	<ul style="list-style-type: none"> 21 days per calendar year (prorated) 	<ul style="list-style-type: none"> Balances reset each year To provide for leave for illness or accident
Relocation Provision		
Establishment Grant	<ul style="list-style-type: none"> SDR 2,500 on arrival. 	<ul style="list-style-type: none"> Settling in expenses.
Repatriation Grant	<ul style="list-style-type: none"> SDR 2,500 on repatriation. 	<ul style="list-style-type: none"> Settle back in their home location

Tax Status		
Tax Exemption	<ul style="list-style-type: none"> • Staff who are not nationals of the host country Fiji are exempt from income tax in Fiji. • You will be responsible for confirming your tax status with your government and meeting any related obligations. 	<ul style="list-style-type: none"> • Remuneration is tax-free in Forum member countries. • It is the responsibility of the incumbent to check their tax status

Other Benefits

- Other benefits include family leave (6 days), maternity leave (98 days/ child – three children only) and special leave at the Secretary General’s discretion.

Administrative Information

The closing date for applications is **07 February 2025**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum is available on the website.